

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0065-2013-0005

Request for Records Disposition Authority

Records Schedule Number DAA-0065-2013-0005
Schedule Status Returned Without Action

Agency or Establishment Federal Bureau of Investigation
Record Group / Scheduling Group Records of the Federal Bureau of Investigation
Records Schedule applies to Major Subdivision
Major Subdivision Records Management Division
Minor Subdivision Record/Information Dissemination Section
Schedule Subject Freedom of Information/Privacy Acts (FOIPA) Document Processing System (FDPS)

Internal agency concurrences will be provided No

Background Information

The FDPS assists the Record/Information Dissemination Section (RIDS) in handling all aspects of the FBI FOIPA program. This includes the review and release of FBI records, which result from conducting investigations.

The responsibility for responding to requests for information from the FBI under the FOIPA resides with RIDS in RMD. An average of 2.2 million pages per year are processed for release to the public. The FBI developed the FDPS to assist RIDS in facing a backlog of requests. FDPS was implemented in 1999.

The FOIPA mandates FBI official records be made available to the public; however, some information is exempt from release to protect the privacy of individuals, safeguard national security information, and avoid compromising pending cases, sensitive investigative techniques, informants, assets, and confidential sources. This information may be protected from disclosure under legally recognized exemptions to the FOIPA. Every word of every document must be reviewed prior to document release.

The FDPS processes documents electronically, tracks workload, and efficiently uses the subject matter expertise by streamlining the collaboration and review process associated with complex FOIPA requests.

The FDPS stores scanned images of first and third party request letters, official FBI documents, and personnel documents which

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must be protected, in accordance with U.S. laws and statutes, from unauthorized release to the general public. The system is limited to documents classified SECRET or below. The system maintains imaged requests for information and scanned images of original documents. The redacted documents and sealed documents are reviewed before release. Sealed documents are documents released to the public from which the redacted information has been removed and replaced with a gray line outlining the redacted area. The application is comprised of an Oracle 11g database and electronic folders which hold imaged documents for each request.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	20

GAO Approval

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Outline of Records Schedule Items for DAA-0065-2013-0005

Sequence Number	
1	FDPS Master File - FDPS Index of Requests Disposition Authority Number: DAA-0065-2013-0005-0001
2	FDPS Inputs - Requests and Related Correspondence, to Include Referrals from Other Government Agencies Disposition Authority Number: DAA-0065-2013-0005-0002
3	FDPS Inputs - Scanned Versions of FBI Case Files Disposition Authority Number: DAA-0065-2013-0005-0003
4	FDPS Master File - Responses to FOIA Requests which Grant Access to All of the Requested Records Disposition Authority Number: DAA-0065-2013-0005-0004
5	FDPS Master File - Not Appealed Responses to FOIA Requests for Nonexistent Records, to Requestors who Provide Inadequate Descriptions, and to Those Who Fail to Pay Reproduction Fees Disposition Authority Number: DAA-0065-2013-0005-0005
6	FDPS Master File - Not Appealed Responses to FOIA Requests Which Deny Access to All or Part of the Records Requested Disposition Authority Number: DAA-0065-2013-0005-0006
7	FDPS Master File - Responses to Privacy Act Requests which grant access to all of the requested records Disposition Authority Number: DAA-0065-2013-0005-0007
8	FDPS Master File - Not Appealed Responses to Privacy Act Requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to pay agency reproduction fees Disposition Authority Number: DAA-0065-2013-0005-0008
9	FDPS Master File - Not Appealed Responses to Privacy Act Requests which denied access to all or part of the records requested Disposition Authority Number: DAA-0065-2013-0005-0009
10	FDPS Master File - FBI Agreement to Privacy Act Request for Amendment of Record Pertaining to Individual Disposition Authority Number: DAA-0065-2013-0005-0010
11	FDPS Master File - FBI Refusal of Privacy Act Request to Amend a Record Pertaining to an Individual Disposition Authority Number: DAA-0065-2013-0005-0011
12	FDPS Master File - Scanned Version of FBI Case Files Disposition Authority Number: DAA-0065-2013-0005-0012
13	FDPS Master File - Electronically Redacted Version of FBI Case Files Disposition Authority Number: DAA-0065-2013-0005-0013

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14	FDPS Master File - Administrative Appeals for Release of Information Denied by the FBI Disposition Authority Number: DAA-0065-2013-0005-0014
15	FDPS Master File - Appeals Under the Privacy Act Disposition Authority Number: DAA-0065-2013-0005-0015
16	FDPS Outputs - Statistical Reports Disposition Authority Number: DAA-0065-2013-0005-0016
17	FDPS Outputs - FBI FOIA Annual Reports to the Department of Justice or as requested by Congress Disposition Authority Number: DAA-0065-2013-0005-0017
18	FDPS Outputs - Privacy Act Reports Files Disposition Authority Number: DAA-0065-2013-0005-0018
19	FDPS Outputs - Privacy Act Accounting or Disclosure Files Disposition Authority Number: DAA-0065-2013-0005-0019
20	FDPS System Documentation Disposition Authority Number: DAA-0065-2013-0005-0020

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Records Schedule Items

Sequence Number

1

FDPS Master File - FDPS Index of Requests

Disposition Authority Number DAA-0065-2013-0005-0001

The FDPS Master File maintains an index of all requests. Requests (FOIA and PA) are tracked through a system-assigned consecutive number, including information regarding each request, such as requester's name, address, etc. in addition to information about each request. NOTE: Requests for records classified as Top Secret or requiring access to Sensitive Compartmented Information, or for requests involving audiovisual records are indexed in FDPS but the FBI case files concerned are not scanned and are not ingested into FDPS.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
Item 13,a and item 24	General Records Schedule 14

Disposition Instruction

Retention Period Destroy 5 year(s) after last entry

Additional Information

GAO Approval Not Required

2

FDPS Inputs - Requests and Related Correspondence, to Include Referrals from Other Government Agencies

Disposition Authority Number DAA-0065-2013-0005-0002

A case is opened in FDPS by scanning the request letter into the application. The letter is associated with an electronic case folder.

Final Disposition Temporary

Item Status Withdrawn

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Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
Disposition Instruction	
Retention Period	Destroy immediately after successful scan and ingest to FDPS is verified
Additional Information	
GAO Approval	Not Required
FDPS Inputs - Scanned Versions of FBI Case Files	
Disposition Authority Number	DAA-0065-2013-0005-0003
Scanned versions of FBI case files are used to create the electronic version in FDPS, and are maintained as searchable text portable document format (PDF), or Tagged Image File Format (TIFF) and textual data only (TXT) versions on a centralized computer drive (the image server) for ingest into the FDPS system for redaction and/or release. NOTE: Requests for records classified as Top Secret or requiring access to Sensitive Compartmented Information, or for requests involving audiovisual records are indexed in FDPS but the FBI case files concerned are not scanned and are not ingested into FDPS.	
Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
Disposition Instruction	
Retention Period	Destroy/delete the raw scanned version on the image server when no longer needed for reference or when no longer needed to expedite processing future requests, or when the established retention period for

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the related case records has expired, whichever is sooner

Additional Information

GAO Approval Not Required

FDPS Master File - Responses to FOIA Requests which Grant Access to All of the Requested Records

Disposition Authority Number DAA-0065-2013-0005-0004

Responses to requests are processed fully within FDPS using the images of documents located pertinent to the request. FDPS maintains the request and the response that grants access to all of the requested records.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
item 11, a(1)	General Records Schedule 14

Disposition Instruction

Retention Period Destroy 2 year(s) after date of reply

Additional Information

GAO Approval Not Required

FDPS Master File - Not Appealed Responses to FOIA Requests for Nonexistent Records, to Requestors who Provide Inadequate Descriptions, and to Those Who Fail to Pay Reproduction Fees

Disposition Authority Number DAA-0065-2013-0005-0005

Responses to requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to pay reproduction fees. Included also are acknowledgements and transmittal of inquiries and requests which have been referred to other government agencies for reply.

Final Disposition Temporary

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: **DAA-0065-2013-0005**

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
Item 11a(2)(a)	General Records Schedule 14

Disposition Instruction

Retention Period Destroy 2 year(s) after date of reply

Additional Information

GAO Approval Not Required

FDPS Master File - Not Appealed Responses to FOIA Requests Which Deny Access to All or Part of the Records Requested

Disposition Authority Number DAA-0065-2013-0005-0006

Responses to requests in which redactions are made on the images to protect sensitive FBI information from the public according to the FOIA. When all redactions have been taken, the redactions are removed from the images electronically and the images are printed or produced onto a compact disk (CD) for release to the public.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
Item 11a(3)(a)	General Records Schedule 14

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Disposition Instruction

Retention Period Destroy 6 year(s) after date of reply

Additional Information

GAO Approval Not Required

FDPS Master File - Responses to Privacy Act Requests which grant access to all of the requested records

Disposition Authority Number DAA-0065-2013-0005-0007

Responses to Privacy Act Requests which grant access to all of the requested records.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
Item 21a(1)	General Records Schedule 14

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Disposition Instruction

Retention Period Destroy 2 year(s) after date of reply

Additional Information

GAO Approval Not Required

FDPS Master File - Not Appealed Responses to Privacy Act Requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to pay agency reproduction fees

Disposition Authority Number DAA-0065-2013-0005-0008

Responses to Privacy Act Requests for nonexistent records, to requestors who provide inadequate descriptions, and to those who fail to pay agency reproduction fees that have not been appealed by the requestor.

Final Disposition Temporary

Item Status Withdrawn

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Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
Item 21a(2)(a)	General Records Schedule 14

Disposition Instruction

Retention Period Destroy 2 year(s) after date of reply

Additional Information

GAO Approval Not Required

FDPS Master File - Not Appealed Responses to Privacy Act Requests which denied access to all or part of the records requested

Disposition Authority Number DAA-0065-2013-0005-0009

Responses to Privacy Act Requests which denied access to all or part of the records requested, and the denial was not appealed.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
Item 21a(3)(a)	General Records Schedule 14

Disposition Instruction

Retention Period Destroy 5 year(s) after date of reply

Additional Information

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GAO Approval Not Required

FDPS Master File - FBI Agreement to Privacy Act Request for Amendment of Record Pertaining to Individual

Disposition Authority Number DAA-0065-2013-0005-0010

Privacy Act Amendment Case files relating to an individual's request to amend a record pertaining to that individual as provided under 5 USC 552a(d)(2) as agreed to by the FBI.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
Item 22a	General Records Schedule 14

Disposition Instruction

Retention Period Destroy 4 year(s) after FBI's agreement to amend or when approved disposition for the related subject individual's record occurs, whichever is later

Additional Information

GAO Approval Not Required

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FDPS Master File - FBI Refusal of Privacy Act Request to Amend a Record Pertaining to an Individual

Disposition Authority Number DAA-0065-2013-0005-0011

Privacy Act Amendment Case Files where the requests to amend have been refused by the FBI. Includes individual's requests to amend, copies of FBI's replies thereto, statement of disagreement, FBI justification for refusal to amend a record, and related materials.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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Request for Records Disposition Authority

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
Item 22b	General Records Schedule 14

Disposition Instruction

Retention Period Destroy 4 year(s) after FBI's refusal to amend or when approved disposition reached for related subject's individual record occurs, whichever is later

Additional Information

GAO Approval Not Required

FDPS Master File - Scanned Version of FBI Case Files

Disposition Authority Number DAA-0065-2013-0005-0012

Scanned version of FBI case files ingested into FDPS and used for processing FOIPA requests.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Retention Period Delete in accordance with the disposition for the FBI case file, or the disposition of the information request, Privacy Act Request, Privacy Act Amendment case, or FOIA appeals litigated before the US Supreme Court, as appropriate, whichever is later

Additional Information

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: DAA-0065-2013-0005

13	GAO Approval	Not Required
	FDPS Master File - Electronically Redacted Version of FBI Case Files	
	Disposition Authority Number	DAA-0065-2013-0005-0013
	Electronically redacted version of FBI case file, including electronic notations made during processing by the FBI reviewer, which include markings which annotate portions of the case file which are to be protected from release and the reason for the protection.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Retention Period	Delete in accordance with the disposition for the FBI case file, or the disposition of the information request, Privacy Act Request, Privacy Act Amendment case, or FOIA appeals litigated before the US Supreme Court, as appropriate, whichever is later
	Additional Information	
14	GAO Approval	Not Required
	FDPS Master File - Administrative Appeals for Release of Information Denied by the FBI	
	Disposition Authority Number	DAA-0065-2013-0005-0014
	Files created in responding to administrative appeals under the FOIA for release of information denied by the FBI, consisting of the scanned version of the appellant's letter, a copy of the reply thereto, and related supporting document(s), which includes the initial response being appealed.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	

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Retention Period Destroy/delete 6 years after final determination by the FBI, 6 years after the time at which a requestor could file suit, or 3 years after final adjudication by the courts, whichever is later

Additional Information

GAO Approval Not Required

FDPS Master File - Appeals Under the Privacy Act

Disposition Authority Number DAA-0065-2013-0005-0015

Files created in response to appeals under the Privacy Act for refusal by the FBI to amend a record.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
Item 22c	General Records Schedule 14

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Disposition Instruction

Retention Period Destroy 3 year(s) after final adjudication by the courts or when the related subject individual's records reaches approved disposition occurs, whichever is later

Additional Information

GAO Approval Not Required

FDPS Outputs - Statistical Reports

Disposition Authority Number DAA-0065-2013-0005-0016

System-generated reports used to track the status of requests and response levels of personnel.

Final Disposition Temporary

Item Status Withdrawn

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Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
Item 14	General Records Schedule 14

Disposition Instruction

Retention Period Destroy no later than 2 year(s) after report is produced

Additional Information

GAO Approval Not Required

FDPS Outputs - FBI FOIA Annual Reports to the Department of Justice or as requested by Congress

Disposition Authority Number DAA-0065-2013-0005-0017

Annual reports provided to the Department of Justice or reports generated at the request of Congress regarding FOIA.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after end of fiscal year in which report was produced

Additional Information

First year of records accumulation 1999

What will be the date span of the initial transfer of records to the National Archives? Unknown

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No records in this system have reached 20 years old yet. Transfer schedule to be jointly determined by the Archives and the FBI after 2019.

How frequently will your agency transfer these records to the National Archives? **Unknown**
No records in this system have reached 20 years old yet. Transfer frequency to be jointly determined by the Archives and the FBI after 2019.

FDPS Outputs - Privacy Act Reports Files

Disposition Authority Number **DAA-0065-2013-0005-0018**

Recurring report of one-time information requirement related to FBI implementation, including biennial reports to the Office of Management and Budget, and the Report on New Systems at all levels.

Final Disposition **Temporary**

Item Status **Withdrawn**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
Item 25	General Records Schedule 14

Disposition Instruction

Retention Period **Destroy 2 year(s) after close of fiscal year in which report produced**

Additional Information

GAO Approval **Not Required**

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FDPS Outputs - Privacy Act Accounting or Disclosure Files

Disposition Authority Number **DAA-0065-2013-0005-0019**

Files maintained under the provisions of 5 USC 552a(c) for an accurate accounting of the data, nature, and purpose of each disclosure of a record to any person or to another agency, including forms showing the subject individual's name,

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requestor's name and address, purpose, and date of disclosure, and proof of subject individual's consent, when applicable.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Manual Citation	Manual Title
Item 23	General Records Schedule 14

Disposition Instruction

Retention Period Destroy 5 year(s) after disclosure for which the accountability was made, or when related subject individual's records have reached approved disposition occurs, whichever is later

Additional Information

GAO Approval Not Required

FDPS System Documentation

Disposition Authority Number DAA-0065-2013-0005-0020

System documentation including but not limited to system specifications, file specifications, codebooks, user guides, and output specifications.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Transfer to the National Archives for Accessioning Destroy/delete when superseded or obsolete. Transfer one set of current system documentation with every portion of FDPS records that are provided

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to the National Archives. Transfer final set of system documentation with the final set of records being transferred to the National Archives upon termination of the system

Additional Information

First year of records accumulation 1999

What will be the date span of the initial transfer of records to the National Archives?

Unknown

The first set of records have not yet reached disposition for transfer, so date and span of first transfer will be jointly determined by the National Archives and the FBI on or about 2019.

How frequently will your agency transfer these records to the National Archives?

Unknown

The first set of records have not yet reached disposition for transfer, so date and span of first transfer will be jointly determined by the National Archives and the FBI on or about 2019.

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/22/2013	Certify	Michelle Jupina	Assistant Director, Records Management Division	RMD - NA
08/13/2015	Return Without Action	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services

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